Terms of Reference
PU Supervisor GIF Punjab
WWF-Pakistan

Reporting to: Project Coordinator
Project/Programme: GIF Punjab /SAFP
Grade / Title: C-3/ PU Supervisor
Duty Station: Shujabad, Multan
Employment Contract: Short Term Contract
Work Week: 5 (Monday to Friday) Days - 40 hrs / week
Work Hours: 0830 hrs to 1715 hrs

Working Relationships
Internal SAFP-WWF -Pakistan

Job Summary
The position will be responsible for the management of field activities under Better Cotton Project Punjab of WWF-Pakistan.

Duties and Responsibilities
The Producer Unit (PU) Supervisor is responsible for the PU’s overall organisation and performance. The PU Supervisor identifies areas where farmers require improvement or support and supports Field Facilitators in working with farmers and workers. The PU Supervisor is responsible for the following key areas:

- Participate in training delivered by BCI accredited trainer and attend any subsequent refresher training
- Support to Field Facilitators in data management and arranging training to farmers on the requirement of the Better Cotton Standard System during the cotton growing season
- Support communication between Producer Unit and WWF-Pakistan
- Facilitate the external assessment process with smallholders
- Facilitate the collection of data from smallholders.
- Manage Result Indicators Report data and prepare Result Indicators Report
- Development of training material and training plans
- Building the capacity of Field Facilitators
• Development and implementation of the Continuous Improvement Plan (CIP) (with other stakeholder engagement, as per the CIP planning process)
• Development and implementation of an internal management system (IMS); for monitoring training efficacy, practice adoption, and data collection
• Completion of annual internal assessment and self-assessment
• Development and implementation of Corrective Action Plans

Selection Criteria

Education, Experience & Working Knowledge

• At least MSC (Hons.) Degree in Agriculture
• One year of Agriculture experience in a similar capacity preferred

Skills & Attributes

• Demonstrated ability to plan, implementation & manage filed activities;
• Data Entry/Analysis and Report Writing;
• Personnel management skills and experience;
• Good problem-solving skills and results orientation;
• Good English language reading, writing and speaking skills;
• Demonstrated interpersonal communication and leadership skills;
• Excellent written / spoken English and Urdu; other languages will be an advantage;
• Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results;
• Proficiency in the use of computer office applications on word processing and spread sheet

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